

Vermont Department of Health Laboratory
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Burlington, VT 05401-1125
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**INSTRUCTIONS FOR COLLECTION AND PACKAGING OF ENDOCERVICAL SWABS, MALE URETHRAL SWABS,
AND FEMALE AND MALE URINES FOR GEN-PROBE'S APTIMA COMBO 2 AMPLIFIED ASSAY FOR THE
DETECTION OF GONORRHEA AND CHLAMYDIA**

VDHL KIT # 7

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COLLECTING SPECIMEN

In order to comply with postal regulations and ensure the safety of laboratory personnel and those involved in the transport of specimens, and to maintain integrity of the sample, the VT Department of Health Laboratory (VDHL) will accept for testing only those specimens that are packaged according to the instructions below.

In cases of suspected child abuse, culture is the only recommended procedure for diagnosing gonorrheal or chlamydial infection (if necessary, please call for instructions on how to submit gonorrheal specimens for culture). The VDHL does not perform chlamydia culture.

<p>The Swab Specimen Collection kit contains:</p> <ul style="list-style-type: none">• White labeled transport tube with two swabs<ul style="list-style-type: none">• White shaft cleaning swab• Blue shaft collection swab• Zip-loc bag• Padded envelope (Jiffy bag)• "VDHL-Clinical Test Request" Form (Micro 220 Rev. 2)• Collection and Packaging Instructions (Micro 411)	<p>The Urine Specimen Collection kit contains:</p> <ul style="list-style-type: none">• Yellow labeled transport tube with disposable pipette• Zip-loc bag• Padded envelope (Jiffy bag)• "VDHL-Clinical Test Request" Form (Micro 220 Rev. 2)• Collection and Packaging Instructions (Micro 411)
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Kits can be stored at room temperature until needed.

Please note the expiration date of the transport medium, which is stamped on the label affixed to the transport tube. **DO NOT USE OUTDATED TRANSPORT MEDIUM.** Expired transport tubes may be discarded or returned to the Vermont Department of Health Laboratory.

Instructions

Collection and Packaging of Specimens:

1. **PRINT PATIENT NAME AND DATE OF COLLECTION ON LABELED PLASTIC TRANSPORT TUBE.**
2. Follow the written sampling instructions for collecting sample, which may be found on the back of the package containing the specimen collection kit.
3. **Swab specimens:**
 - a. Once the sample has been collected with the **blue** shaft specimen collection swab, remove the transport tube cap and insert the swab to the bottom of the transport tube.
 - b. Carefully break off the swab shaft at the score line. Replace the cap and close securely.
 - c. Place the tightly capped tube into the zip-loc bag and seal.

4. **Urine specimens:**
 - a. Once the sample has been collected, remove the cap from the urine specimen transport tube and transfer 2mL of urine from the sterile collection cup into the urine specimen transport tube using the disposable pipette provided. The correct volume of urine has been added when the fluid level is between the black fill lines on the urine specimen transport tube.
 - b. Replace the cap and close securely.
 - c. Place the tightly capped tube into the zip-loc bag and seal.
5. Fill out the requisition form completely. **THE FOLLOWING INFORMATION IS REQUIRED TO ENSURE ACCURATE AND EFFICIENT PROCESSING OF THE SPECIMEN AND REPORTING OF TEST RESULTS.**
 - * Name and address of health care provider
 - * Patient's name and date of birth
 - * Patient's gender
 - * Date of specimen collection
 - * Source of specimen (Endocervical, Urethral, Urine, etc.)
6. Put the zip-loc bag containing the specimen into the padded envelope (Jiffy bag) with the requisition form. **DO NOT PLACE REQUISITION FORM INSIDE ZIP-LOC BAG WITH SPECIMEN.**
7. Staple or tape the padded envelope (Jiffy bag) shut.

Shipment of Specimen:

1. Swab specimens in the swab specimen transport tube may be stored and shipped to the VDHL by mail or courier at room temperature. [The swabs are stable for up to 60 days after date of collection at 2°C to 30°C.]
2. Urine specimens in the urine specimen transport tube may be stored and shipped to the VDHL by mail or courier at room temperature. [The urines in the specimen transport tube are stable for up to 30 days after date of collection at 2°C to 30°C.]

THE LABORATORY WILL DECONTAMINATE AND DISCARD ANY SPECIMEN WHICH IS IMPROPERLY PACKAGED AND MAY PRESENT A RISK TO PERSONNEL.

The specimen may be rejected if:

- * Swab specimen is greater than 60 days old or Urine specimen is greater than 30 days old
- * Swab is not immersed in transport medium
- * Incorrect swab used
- * 2 swabs in the collection kit
- * Liquid level not between indicator lines for urine specimens
- * Specimen is leaking
- * Transport medium has expired (see date on label)

If you have any comments or questions regarding these instructions, please call one of the telephone numbers listed on the front of this form. Thank you.